

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT
Exempt Position

EXECUTIVE OFFICER
Hawaii Labor Relations Board

Opening Date: July 26, 2016

Closing Date: July 29, 2016

An Equal Opportunity Employer

POSITION INFORMATION

Exempt Position, Non Civil Service; Temporary Appointment; In person interviews may be required.

Annual Salary Range: \$90,000 - \$105,000; Salary will be based on qualifications, availability of fund and other relevant factors.

DUTIES SUMMARY

The Executive Officer is the Board's chief legal counsel and is appointed by the Board to carry out such legal and administrative duties as delegated by the Board.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for handling all legal matters such as advising the Board on legal questions; representing the Board on appeals, and other court actions. Maintains and keeps custody of official records including dockets, files and records. Oversees the preparation of the annual report of the Board's activities and other reports as requested. Establishes procedures for the processing of cases. Responsible for the operational management of the Board's staff under the supervisor on the Chair; assists the Board with personnel matters; and assists the Chair with fiscal matters. Drafts correspondence, memoranda, decisions and orders, opinions, notices, statements and other documents. Oversees the drafting, adoption, amendment, or repeal of the Board's administrative rules pursuant to HRS Chapter 91 and other laws. Drafts and prepares testimony regarding proposed legislation.

REQUIRED LICENSE

Must be licensed to practice law in the State of Hawaii.

RECOMMENDED QUALIFICATIONS

Preferred Qualifications/Experiences:

- Drafting of decisions, orders and notices
- Litigation, including drafting of briefs and presentation of oral arguments in court
- Knowledge of the state judiciary court rules
- Performing legal research and writing
- Knowledge and experience of Collective bargaining and Chapters 89 and 377, HRS, and related laws, and Chapter 91 HRS

Desired Qualifications/Experiences:

Knowledge of Chapter 396, HRS

Drafting of administrative rules and with the state rulemaking process

Draft proposed legislation and knowledge of the legislative process

Knowledge of the structure and operations of the Hawaii State and County government

TO APPLY: Click to Print Application: [Application for Non Civil Service Appointment \(Form HRD 278\)](#)

Submit to: Department of Labor and Industrial Relations, Human Resources Office
830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813
Monday thru Friday 8:00am-4:00pm; (Closed on State Observed Holidays)

Mailed applications must be postmarked by midnight of closing date.